

SAMPLE APPRAISAL FORM

This appraisal form will be completed through the Performance System and will not be paper form. There are three sections in the appraisal: Job Category which accounts for 60%, Competencies and Goals, which each account for 20%.

JOB KNOWLEDGE, COMPREHENSION & PERFORMANCE – 60% OF OVERALL SCORE Understands, is knowledgeable of and performs the position duties and responsibilities. Utilizes techniques, skills, processes, equipment, materials and relationships necessary to effectively perform the job. <i>Write text that reflects your own OR your direct report's job knowledge, comprehension and actual performance of job duties... Please provide specific examples</i>
COMPETENCIES – 20% OF OVERALL SCORE
WORK QUALITY Completes work assignments thoroughly and in an accurate, prompt, and organized manner. Identifies and corrects errors. Pays attention to detail. Utilizes feedback to improve on past work and develops skills to further future work and performance. In addition, welcomes constructive feedback and monitors own work to ensure quality. <i>Write text that reflects your own OR your direct report's work quality... Please provide specific examples</i>
INCLUSIVENESS Actively creates and supports an inclusive and equitable workplace by embedding diversity into all aspects of the workplace. This may include policies, procedures, training, mission, values, goals, office climate and culture, interactions with colleagues and co-workers, leadership practices, programming, hiring, marketing, evaluation, promotion, and other workplace dimensions. <i>Write text that reflects your own OR your direct report's inclusiveness and teamwork... Please provide specific examples</i>
COMMUNICATION Both oral and written communications are demonstrated with proficiency and professionalism. Oral communication includes, but not limited to: listens and gets clarification, participates in group meetings, and responds well to questions. Written communication includes, but is not limited to: writes clearly and informatively, proofreading prior to submission, demonstrates a variety of different writing techniques, and able to present numerical data in an efficient manner. <i>Write text that reflects your own OR your direct report's communication... Please provide specific examples</i>
DEPENDABILITY Completes tasks and assignments with minimal supervision. Takes responsibility for own work. Prompt and on time for the work day. Furthermore, follows University policies and procedures in regards to taking time off. <i>Write text that reflects your own OR your direct report's dependability... Please provide specific examples</i>
INITIATIVE Asks for more responsibilities and shows eagerness to learn more skills within realm of department needs and resources. Demonstrates originality and is able to generate suggestions for improving work. <i>Write text that reflects your own OR your direct report's initiative... Please provide specific examples</i>
GOALS – 20% OF OVERALL SCORE Each person's goal plan will feed into their appraisal form. <i>Write text that reflects on your own OR your direct report's goals... Please provide specific examples</i>

Instead of the 1 - 5 ratings that we have used in the past, we will be using the following scale:

- | | |
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| 4.5 – 5 | Exceptional Performance: Performance that exceeds job requirements and expectations and is consistently exceptional. |
| 3.5 – 4.49 | Exceeds Expectations: Performance that consistently fulfills the job requirements and exceeds expectations. |
| 2.5 – 3.49 | Solid Performance: Performance that consistently fulfills the job requirements. |
| 1.5 – 2.49 | Improvement Required: Performance that does not consistently meet the job requirements. |
| 1 – 1.49 | Unacceptable Performance: Performance that consistently fails to meet the job requirements. |

**Final Scores are an aggregate total of the 3 sections which are weighted based on the percentage of the overall appraisal.*

Examples of performance for each rating:

Exceptional Performance

- The work objectives were greatly exceeded with far less guidance and support than would ordinarily be expected for the employee's level and complexity of the task.
- Benefits went far beyond the department/organization. The results also helped other departments/organizations facing similar issues.

Exceeds Expectations

- Work objectives were met, above the indicators in at least one key objective, and no work objectives within the employee's control were unmet.
- The employee made an important or significant contribution in one key area.

Solid Performance

- The employee's work met the standards and indicators, or required only minimal revisions.
- The result had a clear and positive impact on organizational goals.
- The work objectives were accomplished in the designated time frame.
- Positive feedback was received about the employee's product, service or work.

Improvement Required

- The employee required additional guidance to meet work objectives, beyond what would normally be expected for his or her level and the complexity of the task.
- The result was not as good as it could have been, given available resources, and therefore held back the goals of the work unit, department or organization.

Unacceptable Performance

- No significant external barriers or problems arose, yet the work objective was still not accomplished.
- Work was not completed on time and/or contained critical inaccuracies. There was a significant impact on the deliverable as a result.